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TO : Deputy Chief, FBIB

Date: 13 August 1947

FROM : Assistant Director for Operations

SUBJECT: Notes []

1. I noted that the security of the detachment was not good. ~~in that an Oriental secretary had charge of the safe in which secret papers were kept.~~ The secret papers consist of the FBIB monthly progress report. In view of the difficulty of security in these outlying bureaus, I question the desirability of sending out this progress report or any other classified data that they have no operational need for.

2. Why not authorize [] to fill its T/O vacancies with local personnel. For example, an English monitor is needed right away. They could probably pick up one [] A local FBI check is possible out there.

3. Would not a 16 mm. projector set for home sound movies be a good idea for our two isolated bureaus? I think such equipment is readily obtainable from the War Department as surplus property, and I should think these sets would prove to be a good morale factor.

4. Needed at [] and probably at all other stations is a policy on the destruction of the old text. At [] they have a great deal of this material on hand covering a period of several years, much of which will never be of any further use.

5. Why not promote people in the field who are filling T/O vacancies that call for grades higher than their present ratings?

6. A primary and superficial discussion of the subject at [] revealed that probably eighteen monitoring positions to include four or five code positions could be utilized at that station to advantage. I think wherever we can increase the number of our monitoring positions and bring in more significant material that we should do so without waiting for further directives.

7. Why not bring the reference material libraries up to a reasonable and uniform standard to include such things as foreign who's who, gazeteers, etc.?

8. I recommend that a good continental newspaper, for example: The New York Times from the East Coast or the San Francisco Chronicle from the West Coast, be sent out by air mail on an annual subscription basis to the Near Eastern and Far Eastern bureaus in order to keep them up to date on the world news and to serve as reference material.

9. The receiving and communication equipment at [] is obsolescent. A replacement program on all types of receivers, transcribers, teletypes is needed, and an adequate reserve in each of the overseas stations should be established as soon as practicable in order to ensure continuous operation.

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To: Deputy Chief, FBIB

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Assistant Director for Operations

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